

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 86

Public Works **Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, May 21, 2014, at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
Helen Price Johnson, Member
District 3 Commissioner – Vacant

Staff Present: Bill Oakes, Director, Doug Cox

Others Present: Elaine Marlow, Budget Director, Don Burdick, Salish Coast Science, Larry Van Horn

Record @ 00:05

Public Works

Subject/Description: Salish Coast Sciences – Presentation of GIS Plan

Attachment: Executive Summary/Enterprise GIS Start-up Budget

Information: Presentation by Don Burdick, Salish Coast Science on the GIS Implementation Plan. Bill Oakes provided a budget proposal for the Enterprise GIS Start-up.

Subject/Description: Campus Parking Policy Update

Attachment: Memorandum

Information: At the request of Bruce Rohm, Human Resources, Doug Cox, Transportation Planner, updated the Campus Parking Policy to address minor changes that have occurred since the previous update in March of 2006. Two new sections will be added to address motorcycle parking and the use of visitor parking spaces before 8:00 a.m. and after 4:30 p.m.

Roads

Subject/Description: Surplus 1997 Ford Taurus Sedan/Purchase 2014 Volkswagen Jetta

Attachment: Memorandum, Resolution, Purchase Order

Action Requested: Approval of PO # 9600, 1 ea 2014 Volkswagen Jetta; Karmart; Amount: \$27,787.52 (incl. WSST) & resolution to surplus 1997 Ford Taurus Sedan

Follow Up: Okay with Board.

Subject/Description: Surplus 2006 Ford Taurus Sedan/Purchase 2014 Dodge Ram

Attachment: Memorandum, Resolution, Purchase Order

Action Requested: Approval of PO # 10351; 1 ea 2014 Dodge RAM; Bud Clary Chrysler Dodge; Amount: \$38,585.12 (incl. WSST) & resolution to surplus 2006 Ford Taurus Sedan

Follow Up: Okay with Board.

Add-on

Subject/Description: Bid Award – SRV Construction

Attachment: none

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Action Requested: Bill recommended award to SRV Construction; East Camano Dr./Elger Bay Rd/Monticello Dr. Intersection Improvements; CRP 12-05; Amount: \$507,576.60. Bill briefed the Board on an issue that came up during the bidding process with regard to SRV's Disadvantaged Business Enterprise (DBE) goals.

Follow up: Okay with Board to move forward to a Monday agenda.

Add-on

Subject/Description: WSDOT Local Agency Agreement – South Whidbey Bicycle Touring Route

Attachment: Memorandum dated 5/15/14 from Doug Cox, to BOCC

Action Requested: Approval of WSDOT Local Agency Agreement; South Whidbey Bicycle Tour Route Establishment; Amount: \$20,500.00 (\$20,000/Federal; \$500.00/County)

Follow up: Okay with Board to move forward to a Monday agenda.

Public Works

Subject/Description: Coupeville Campus Master Plan Briefing

Attachment: Island County Facilities Master Plan

Discussion: Bill Oakes provided a brief history of the construction projects and controversy surrounding the 1995 Coupeville Campus Master Plan. Discussion ensued about the need for a longer term plan for space for both the Coupeville Campus and Camano Island campus.

Human Resources

Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, May 21, 2014 at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dillon
Helen Price Johnson, Member
District 3 Commissioner – Vacant

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director

Record @ 01:56:45

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Human Services: *Postponed*

- Crisis Mental Health Outreach – Licensed Mental Health Professional, C-11, 1.0 FTE #038/14
- Crisis Mental Health Outreach – Licensed Mental Health Professional, C-11, .5 FTE #039/14
- Early Childhood Mental Health Support Services, C-11, .5 FTE #0409/14

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- School Based Mental Health Counselor, C-11, 1.0 FTE #041/14
- School Based Mental Health Counselor, C-11, .5 FTE #042/14

Subject/Description: New Policy: Unpaid Holidays

Attachment: yes

Action Requested: Approval of Resolution revising Personnel Policies and Procedures Manual Policy 2.01.026, Religious Holidays

Follow up: Okay with Board to move Resolution forward to a Monday meeting.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, May 21, 2014 at 11:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair

Staff: Pam Dill

**Helen Price Johnson, Member
*District 3 Commissioner – Vacant***

Staff Present: David Wechner, Director, Paula Bradshaw, Tess Cooper, Brad Johnson

Others Present: Elaine Marlow, Budget Director

Record @ 02:21:45

Subject/Description: Planning Update

Attachment: update memo and revenue statistics

Information: David Wechner provided an update on development review/code enforcement, long range planning, building and strategic planning/office management.

Subject/Description: Guidance for penalty reduction

Attachment: Memorandum dated 5/13/14 from Tess Cooper to Dave Wechner

Information: Tess Cooper outlined staff's proposal for a three-tiered approach to help guide the Planning Director in decisions to reduce or waive penalties levied, and promote consistency in the assessment of final order fees due.

**Budget Director/GSA/IT
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, May 21, 2014, at 12:05 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair

Staff: Pam Dill

**Helen Price Johnson, Member
*District 3 Commissioner – Vacant***

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Staff Present: Elaine Marlow, Budget Director

Record @ 3:04:40

Subject/Description: Update on Board of Equalization

Attachments: Ltr dated 5/2/14 to Don Mason from Department of Revenue

Information: The Department of Revenue has determined that the Board of Equalization has completed the necessary work for the requirements noted in their July 2013 report.

Subject/Description: GSA/Budget Department update

Attachments: yes

Information: Elaine briefed the Board on 2013 loss in investments posted to the Current Expense Fund. She felt it was important for the Board to receive information monthly on the Treasurer's investment portfolio.

**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, May 21, 2014, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff:** Pam Dill
 Helen Price Johnson, Member
 District 3 Commissioner – Vacant

Present: Tony Lam, LaRae Brown

Others Present: Elaine Marlow, Budget Director

Record @ 3:29:16

Commissioner Johnson announced that Tim Geist, Chair of the Island County Republican Party, has submitted names of the three nominees for consideration to be appointed to the remaining portion of the vacated Commissioner District 3 term.

- Richard Hannold
- Marc Hennemann
- Aubrey Vaughan

A Press Release will be issued with the locations, dates and times for interviews of the three applicants for the Commissioner District 3 vacancy.

Record @ 3:31:45

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

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**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, May 21, 2014, at 1:10 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Jill Johnson, Chair	Staff: Pam Dill
	Helen Price Johnson, Member	
	<i>District 3 Commissioner – Vacant</i>	

Staff Present: Keith Higman, Director, Trish Rose, CHAB

Others Present: Elaine Marlow, Budget Director

Record @ 03:40:15

Community & Family Health

Subject/Description: CHAB: Community Health Advisory Board – Proposal for expansion of the Island County Board of Health

Attachment: Board of Health Expansion Proposal

Discussion: Proposal to expand the Island County Board of Health to include two health professional members.

Follow up: Postpone discussion until the District 3 Commissioner has been elected.

Administration

Subject/Description: Part II: Public Health Funding

Attachment: Federal Budget Reductions Highlights

Discussion: Keith discussed options for developing a way to provide a reliable dedicated source of revenue for funding Public Health in Island County.

- Work with state partners, WSAC, WSALPHO, and others on state wide legislation that would allow for a mechanism, similar to the mental health dollars, to raise taxes to fund public health.
- Form a public health district, by petition and vote.
- Local dedication of current expense funding for the sole purpose of Public Health:
 - Per capita basis; or
 - % of the current expense fund; or
 - rate per 1,000 dollar valuation property tax collection
- No action alternative –Public Health submits their annual budget to the Board for approval.

Other option:

- Cities within the counties help fund public health services.

Follow up: Discussion only.

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**Department of Natural Resources
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on Wednesday, May 21, 2014 at 1:50 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
Helen Price Johnson, Member
District 3 Commissioner – Vacant

Staff Present: **Keith Higman, Director, Kristen Stavros**

Others Present: **Elaine Marlow, Budget Director**

Record @ 4:09:53

Subject/Description: **Marine Resource Committee (MRC) 2014-2015 Work Plan**

Attachment: draft work plan

Discussion: Kristen Stavros briefed the Board on the draft plan and asked that she be provided with any feedback the Board may have.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Helen Price Johnson, Member

Commissioner District 3, Vacant

ATTEST:

Debbie Thompson, Clerk of the Board